

ADMINISTRATIVE—INTERNAL USE ONLY

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100040003-5

STATINTL

MEMORANDUM FOR: Deputy Director for Resource Management
✓ Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy Director for National Foreign Assessment
Deputy Director for Collection Tasking
Director of Public Affairs
Legislative Counsel
General Counsel
Inspector General
Comptroller

FROM : Deputy Director of Central Intelligence
SUBJECT : Biweekly Report

1. It is desired to recast and refocus the current biweekly report to the DCI. The new thrust should focus primarily on new and ongoing activities in which the DCI and DDCI were not directly involved. Particular reference should be made to those activities that are originated by entities external to the Agency. Examples would be NFAC cooperation in any study, paper, or exercise originated elsewhere in the community, or the federal government itself; participation by DDS&T in any new endeavors in connection with their participation in national-level programs; DDO participation in any counterintelligence activity with the FBI; within BDA, new training activities on behalf of other intelligence community entities; work requested or accomplished in response to NSC Staff initiatives. The preceding list is stated only for purposes of giving examples.

2. The recasting of the report should include putting less emphasis on the completion of internally generated activities as well as reciting matters only for the purpose of the historical record. Facts or accomplishments which otherwise will come to the attention of the DCI through other reporting vehicles, including reporting at the 9:00 a.m. meeting, should also be deleted.

3. Concomitantly with the above, this new style report should be submitted weekly and should be received by the Executive Secretary by 12:00 noon on Friday. This new format should be utilized for the reporting period commencing 28 July, with your first submission to be provided on Friday, 4 August.

cc: DCI
Executive Secretary

Frank C. Carlucci,

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Biweekly Report

FROM

Executive Officer/DDA

EXTENSION

NO.

DD/A 78-1985/2

DATE

1 August 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Director of Personnel

2.

3.

4.

5.

6.

7.

8.

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10.

11.

12.

13.

14.

5.

The attached DDCI memorandum requests that weekly reports be submitted to the DCI rather than biweekly reports. The DDA Staff (M&AS) will continue to prepare the report.

Of interest to you would be the comment on the types of activities in which the DDCI and DCI would have interest.

As you are aware, the biweekly reports have been prepared by this Staff based on the asterisked items on your weekly reports. We ask that you continue to asterisk items which you feel are sufficiently important, paying particular attention to the kinds of items suggested by the DDCI.

It would be appreciated if you would have your weekly report in O/DDA by noon on Thursdays in order for us to meet the deadline.

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Att: DDCI Memo; dated 27 July 1978; Same Subject.

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